

DD/A Registry  
File OFM

2 March 1977

MEMORANDUM FOR: Admiral Stansfield Turner

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Swearing-In Ceremony

Sir:

1. This memorandum is designed to make you aware of the essential points concerning matters on 9 March bearing on your swearing-in ceremony. I have arranged the material sequentially. Refinement of the planning continues on a day-by-day basis and, in certain cases, we will need decisions from you.

2. In a sequential sense the matters involved are as follows:

a. There will be approximately 56 people at the luncheon in the Executive Dining Room. [REDACTED] has issued them invitations in your name. All acceptances have not been received as yet. Your cable of 26 February 1977 suggested "8-10 personal staff". [REDACTED] and myself interpreted this to mean Mr. E. H. Knoche, [REDACTED];

STATINTL

STATINTL

STATINTL

STATINTL

b. The Presidential Party is due to leave the White House at 2:00 p.m.

c. On both the printed invitations and the admittance tickets we have stated the ceremony commences at 2:15 p.m. and have asked people to be seated by 1:45 p.m. Our experience, because of our somewhat isolated location, is that more than the average number

informed by the U.S. Secret Service that the President shows tendencies to arrive early.

d. The Presidential Party is to arrive between 2:20 and 2:25 p.m.

e. It is your preference as to who greets and escorts the President to the stage. On a similar occasion, Mr. Bush alone met President Ford and escorted him. Other individuals had already taken their seats on the stage.

f. Upon you and the President being seated, Mr. Knoche will take the rostrum, identify the nature of the ceremony, and request the swearing-in party to move forward.

g. Your remarks will then follow.

h. The President's remarks will follow.

i. The Presidential Party will then depart the Auditorium and head to the entry foyer of the Headquarters Building. It is the current thinking of the White House Staff that the President will walk through a centrally-roped area and shake hands on both sides of the aisle. They do not envision the President saying any words to the employees in the lobby who will have already heard the Auditorium ceremonies piped in by live audio.

j. The White House Staff expects the Presidential Party to depart the area at 3:00 p.m.

k. The invited guests for the reception will proceed to the Rendezvous Room. I will comment on this below.

l. The reception is concluded.

3. The Rendezvous Room is located on the south side of the first floor of the Headquarters Building. It is

used as a sit-down restaurant at lunch time. It is attractive in decor and quite spacious. The number of people attending the reception, currently estimated somewhere near 100, cannot be accommodated with any degree of comfort in the Executive Dining Room. The Rendezvous Room can easily accommodate up to 200 people.

4. There remains to be decided your desire to have all heads of the Intelligence Community agencies seated on the stage during the ceremonies in the Auditorium. I am having prepared some sets of graphics to acquaint you with the strict constraints of space on the stage. We will endeavor to get these to you by Friday, 4 March, to acquaint you in more detail with the problem.

5. The ceremony will be recorded by both film and video coverage. The issue of admittance of foreign press has not yet been decided by the White House. There will be a corsage for Mrs. Turner.

6. The proration of seats in the Auditorium, at this time, will be as follows. The figures will be altered slightly as we obtain additional information as to who is coming from the White House and as we receive notification of acceptances:

Intelligence Community	210
Central Intelligence Agency	140
Press	58
Family and Personal Guests	42
Congress	22

We are counting against a total of 499 and have, at this time, left ourselves a little slack. If no other demands come for that slack, we will evenly distribute it between the Intelligence Community and the Agency.

/s/ John F. Blake  
John F. Blake

Distribution:

Orig - Adm. Turner

~~1~~ - DDA Subject      1 - DDA Chrono    1 - JFB Chrono  
1 - RFZ Chrono

DDA:JFBBlake:der (2 March 1977)

DDA Registry  
File DLN

DDA 77-1149  
2 March 1977

MEMORANDUM FOR: Admiral Stansfield Turner

FROM : John F. Blake  
Deputy Director for Administration

Sir:

You have asked for suggestions of several themes you might use on the occasion of your remarks following the taking of your Oath of Office on 9 March. I would offer the following for your consideration:

a. Express appreciation to the President for being nominated and to the Congress for being confirmed.

b. Recognize the presence of any past Director in the audience. They are all being invited and we will inform you prior to the ceremony of the specific presence of any.

c. Acknowledge representation from all Intelligence Community agencies as this is symbolic of your title--Director of Central Intelligence.

d. State an intent to visit personally the location of each agency as soon as your schedule permits.

e. Express appreciation to the President for the strong support given to intelligence in his news conference of 23 February 1977.

f. Acknowledge support given by Vice President Mondale in his article in the Sunday, Washington Star of 27 February.

g. Acknowledge support given by  
Secretary of State Vance in his  
appearance on "Face the Nation" on  
27 February 1977.

John F. Blake

John F. Blake

Distribution:

Orig - Admiral Turner

(via [REDACTED] / by hand

STATINTL

- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - JFB Chrono
- 1 - RFZ Chrono